

SUBMITTAL FORMATS

Hard-Copy Document Submittal Format

Pre-design and Schematic Design Submittals

- 8-1/2" x 11" portrait and/or with 11" x 17" fan-fold ½ size drawings (reports only), as appropriate.
- Plastic comb bind all hard-copy sections with a cover page, table of contents, numbered pages, and page-dividers that mirror the NPS Workflow sequence. Use cover-stock for cover and back page (Break into volumes as appropriate.).
- Where required, provide NPS Review Form with Responses as an appendix to the document.

Design Development Submittals

In addition to the above the following applies:

- Design Development Drawings
 - 2 staple bind with black strip binding.
 - No cover stock
- Division 1 Specifications and Division 2 through 16 Outline Specifications
 - Bind specifications separate from drawings
 - Provide Table of Contents with Divisions, Specification Section Numbers, Specification Section Titles and number of sheets in each Specification Section.
 - Font: Times New Roman 11 point
 - When appropriate, break specifications into volumes at logical breaking points (i.e. between divisions). Cover Sheet shall note volume and divisions included.
- Product File
 - Bind separate from other documents
- Class B Construction Cost Estimate
 - Bind separate from other documents

Construction Documents Submittals

In addition to the above, the following applies:

- Construction Drawings
 - 100% Draft Construction Drawings
 - Same format as Design Development Drawings
 - 100% Complete Construction Drawings
 - Same format as 100% Draft Construction Drawings
 - Final Construction Drawings
 - Final Construction Drawings shall have the following completed prior to printing:
 - All NPS approvals
 - All A/E stamps and signatures
 - Contract Solicitation Number
 - The Contract Solicitation Number shall be affixed to the cover sheet.
 - The Contract Solicitation Number will be furnished by the DSC Project Manager upon request.
 - If the project is going to be shelved, the Contract Solicitation Number is not required.
- Half-size Construction Drawings
 - Same format as 100% Complete Construction Drawings
- Full-size Construction Drawings print media requirements:
 - Paper
 - Full-size (ANSI D) 22" x 34" prints, on 20 pound white engineering bond paper, 400 dots per inch resolution.
 - Bind separately
 - 3 staple bind with black strip binding.
 - No cover stock
 - Mylar
 - Full-size (ANSI D), 22" x 34" prints, 0.004 inch

- thickness, 400 dots per inch resolution.
 - Mylar copies of approved Final Construction Drawings will be required when a project is expected to be shelved for a time period of 9 months or greater before construction occurs.
 - Division 1 through 16 Construction Specifications
 - 100% Draft Division 1 through 16 Construction Specifications
 - Bind separate from drawings
 - Font: Times New Roman 11 point
 - Paper Size: 8-1/2" x 11" portrait
 - Headers and Footers
 - Headers are not used for NPS Specifications.
 - Footer formatting shall be consistent for all specification sections
 - Spec section number and page number on the right upper corner of the footer (flush right)
 - Spec title in all caps below page number (flush right)
 - Park and PMIS number on the upper left of footer (flush left)
 - Provide Table of Contents with Divisions, Specification Section Numbers, Specification Section Titles and number of sheets in each Specification Section.
 - 100% Complete Division 1 through 16 Construction Specifications
 - Same format as 100% Draft Division 1 through 16 Construction Specifications
 - Final Division 1 through 16 Construction Specifications
 - Same format as 100% Complete Division 1 through 16 Construction Specifications
- Contract Price Schedule or Construction Bid Schedule
 - 100% Draft Construction Documents and 100% Complete Construction Documents
 - Add as appendix to Specifications.
 - Final Construction Documents

- Separate, unbound
- Final Product File
 - Include Table of Contents
 - Plastic comb bind separately
- Class A Construction Cost Estimate
 - 100% Draft Construction Documents and 100% Complete Construction Documents
 - Add as appendix to Specifications.
 - Final Construction Documents
 - Separate, unbound
- List of Required Submittals
 - 100% Draft Construction Documents and 100% Complete Construction Documents
 - Add as appendix to Specifications.
 - Final Construction Documents
 - Separate, unbound
- List of Operation and Maintenance (O&M) Requirements
 - 100% Draft Construction Documents and 100% Complete Construction Documents
 - Add as appendix to Specifications.
 - Final Construction Documents
 - Separate, unbound
- Final Constructability Analysis
 - 100% Draft Construction Documents and 100% Complete Construction Documents

- Add as appendix to Specifications.
- Final Construction Documents
 - Separate, unbound
- Design Calculations
 - Include Table of Contents
 - Plastic comb bind as a separate document

Electronic Document Submittal Format

Software Requirements

- Text Files
 - Use MS Word for text documents.
- Presentation Files
 - Use MS PowerPoint for presentations.
- Spread Sheet Files
 - Use MS Excel for spread sheets.
 - Use MS Excel software or other NPS-approved equivalent estimating software for Construction Cost Estimates.
- Image Files
 - Use JPEG format for photographs.
 - Use TIF format for graphic images (i.e. lines and text) and hand-drawn documents.
 - PDF and TIF files shall be 300 dots per inch resolution files.
- CAD Files
 - Use AutoCAD for drawing files.

Folder and File Requirements

- Folder name shall match Deliverable Submittal Milestone Title (i.e. Final Predesign Documents, Final Schematic Design Documents, etc.)

- If sub-folders are required, names shall match Deliverable Submittal Component Title (i.e. Construction Drawings, Construction Specifications, etc.)
- File names shall match Deliverable Submittal Component Titles (i.e. Project Program, Class C Construction Cost Estimate, etc.)
 - Final Predesign Documents and Final Schematic Design Documents
 - Assemble into discrete electronic volumes for the DSC Technical Information Center (TIC).
 - All TIFF files shall be in an individual folder.
 - All non-TIFF files shall be in an individual folder.
 - Development Advisory Board (DAB) Support Documents
 - Final Predesign Documents: Provide each Final Predesign Subcomponent (i.e. Project Program, Cost Comparability Data) as an individual Adobe *.pdf file. Each subcomponent file name shall follow the following naming convention: "Park space PMIS # space Date space Subcomponent Name.pdf" (i.e. SEKI 005555 11-05-06 Project Program.pdf). All Final Predesign Subcomponents shall be placed in a folder named "Park space PMIS # space Date space Final Predesign Documents"(i.e. SEKI 005555 11-05-06 - Final Predesign Documents).
 - Final Schematic Design Documents: Utilize the same format and file/folder naming convention for Final Schematic Design Documents as used above for Final Predesign Documents.
 - 100% Draft and 100% Complete Construction Documents
 - Specification Files
 - Each Construction Specification Section shall be an individual file.
 - Construction Specifications shall have a Table of Contents (CSI Division Title, Section Number, Section Title, and number of pages per Section)
 - Use 5 digit CSI section numbers for file names.

- Drawings Files
 - Each drawing sheet shall be an individual file.
 - Each discipline shall have its own folder name (i.e. LA, ARCH, STRUC, etc.).
 - General sheets, including the cover sheet and index sheet, shall be placed in a folder named GEN.
 - Each individual CAD file shall be labeled with the sub-sheet number and sub-sheet name (i.e. A001 FLOOR PLAN, S007 DETAILS, C002 DEMO PLAN, etc.)
 - File names shall not exceed more than 18 characters in length (the 18 characters includes the dot, and extension).
 - File names shall only include alpha (A-Z), numeric (0-9) and spaces.
 - All bases and xref files shall be in a folder named BASES.
 - All AutoCAD drawings with xrefs shall be formatted with relative xref paths (i.e. ..\BASES\xafloorplan.dwg) so that the xrefs load properly directly from a CD.
- Final Construction Documents
 - Specification Files
 - In addition to the 100% Draft and 100% Complete Specification Files, the Final Construction Specification Files shall also be provided in PDF file format with linked table of contents and cover sheet.
 - Utilize Standard NPS Cover Sheet Template for Cover Sheet.
 - To create PDF:
 - First, create a Master File in MS Word that contains the Cover Sheet, all specification files, and a linked Table of Contents.
 - Convert Master File into a single PDF file utilizing Adobe Acrobat software (Do not scan.).
 - PDF files shall not exceed 10MB and may need to be divided into separate volumes. Break volumes at logical breaking points i.e.

between divisions. Cover sheet shall note volume and divisions included. Use Standard NPS Cover Sheet.

- Drawings Files
 - In addition to the 100% Draft and 100% Complete Drawing Files, the Final Construction Drawings shall also be provided in PDF and TIF file formats.
 - To create PDF's and TIF's scan full-size hard copy (ANSI D) 22" x 34" construction drawing prints at 300dpi.
 - Before scanning the Final Construction Drawings the following should be completed and applied to the Final Construction Drawings:
 - All NPS approvals
 - All A/E stamps and signatures
 - Contract Solicitation Number:
 - The Contract Solicitation Number shall be added to the cover sheet.
 - The Contract Solicitation Number will be furnished by the PM upon request.
 - If the project is going to be shelved, the Contract Solicitation Number is not required.
 - Each Construction Drawing Sheet scan shall be an individual file.
 - Individual TIF and PDF files shall not exceed 5 MB in file size. Occasionally, for a limited number of construction drawings, regular scanning will not adequately capture the level of detail required. When this occurs, with prior approval from the Project Manager, gray scale scanning shall be utilized. Gray scale scanned files shall not exceed 10 MB in file size.
 - Each TIF or PDF file shall be named as follows:
 - (Sheet number)(space)(OF)(space)(Total number of sheets)(space)(Sub-sheet number)(space)(Title of Sheet) i.e.:

- 0001 OF 0038 G001 COVER
- 0012 OF 0035 C001 DEMO PLAN
- 0018 OF 0067 A012 S ELEV

- File names shall not exceed more than 31 characters in length (the 31 characters includes the dot, and extension).
- File names shall only include alpha (A-Z), numeric (0-9) and spaces.
- The Autocad drawing file name shall be maintained within each PDF and TIF file name.

- The A/E shall ensure the AutoCAD (.dwg), TIF, and PDF files all print identical when printed as half-size and full-size drawings.

- Image Files

- All image files (.jpg, .tif, .bmp) shall be in a folder named IMAGES.
- Use descriptive names to identify file content.

Media Requirements

- All electronic files submitted shall be copied to CD ROM(s).
- CD ROMs shall be formatted single session; finalized disk; Joliet or ISO 9660 Level 2 file system and clearly labeled (electronically printed) with the following project information:
 - Recipient (TIC, CS, PM)
 - Park four-letter alpha code
 - PMIS Number
 - Deliverable milestone (i.e. Final Pre-Design)
 - Drawing Number
 - Project Title
 - Location within Park
 - Date submitted (i.e. December 14, 2004)
 - Name of A/E Prime Contractor
- Deliver individual CD ROMs in Clear Slim Jewel Cases unless otherwise specified.
- When submissions consist of 2 or more CD ROMs, each CD ROM shall be numbered sequentially, including the total number of CD

ROMs in the submission (i.e. 3 of 6).

- 100% Final Predesign Documents and 100% Final Schematic Design Documents CD ROMs shall be placed in CD ROM page holders and inserted as an appendix to the TIC paper submittal.
- DAB Documents CD ROM(s) shall be placed in Clear Slim CD Jewel Cases.
- Design Development Drawings, 100% Draft Construction Drawings, and 100% Complete Construction Drawings CD ROMs shall be placed in CD ROM page holders and inserted as an appendix to the Construction Specifications.
- Final Construction Documents CD ROMs shall be placed in Clear Slim CD Jewel Cases.